

Quality Assurance Working Group Charter

1 QA WORKING GROUP CHARTER

1.1 Objectives and Areas Of Focus

- Update SID Best Practice topics (see chart below) that will improve CMM assessment areas.
- Update, validate, and align current SID best practices w/ industry standards and best practices.
- Create an environment that fosters inter-project information exchange and sharing.
- Define CMM assessment schedules and target date for an official SEI-CMM Assessment.

1.2 Sponsor

- MSC Steering Council

1.3 Responsibilities

- Kathy Saito (BPSG) is the project manager for the QA Working Group
- Tom Arnez & Laura Okawa (BPSG) are the facilitators
- One representative from each project area equal participants

1.4 Time Commitment and timeframe

- This charter is effective from October 2002 -September 2004 or as directed by the MSC.
- Each project will contribute an average of 8 hrs per month towards this effort.
- The group will establish product deliverables and timeframes.

1.5 QA Working Group Best Practices Process Action Team (PAT) Topics (through June 2003)

PAT Topic	Date	Location	Comments
Risk Management – (SID-wide standards)	14 Jan 03 (Tues) 28 Jan 03 (Tues) 11 Feb 03 (Tues) 25 Feb 03 (Tues)	EBT Office SFIS Office CMIPS Office ISAWS Office	Focuses on developing an SID-level standard for Risk Mgmt & fulfills the CMM Level 3 KPAs for Risk Mgmt.
Training Program (SID-wide standards)	11 Mar 03 (Tues) 25 Mar 03 (Tues) 8 Apr 03 (Tues) 22 Apr 03 (Tues)	SAWS Office EBT Office SFIS Office CMIPS Office	Focuses on developing a formal Training Program within SID that also satisfies all of the CMM Level 3 KPA requirements.
Metric Program (SID-wide standards)	13 May 03 (Tues) 27 May 03 (Tues) 10 Jun 03 (Tues) 24 Jun 03 (Tues)	ISAWS Office SAWS Office EBT Office SFIS Office	Focuses on establishing a metrics program for SID that will also satisfy the measurement KPAs for both CMM Level 2 and 3.
Deliverable Review Standards & Processes	Being Considered. For both internal and vendor produced products (Suggested by CWS/CMS) Review the Bpweb Intranet site http://bpweb/default.htm . Supporting Processes area (under Lifecycle Processes) of Contract Management. Down the Contract Management page is a link to a Deliverables Review area with many samples and guidance for all levels of review and approval.		
SID-Common County Contacts List	Being Considered. This would be an SID-common list of key county contacts and other key stakeholders available for, and common to all projects. (Suggested by CMIPS)		
Issue Management & Issue Tracking	Suggest by SAWS Oversight		

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1.6 QA Working Group CMM Assessment Schedule (through Oct 2003)

Project	SID Life Cycle	Model	Round	Schedule
BPSG	M&O	SA-CMM	2	12 Dec thru 31 Jan 2003
ISAWS	M&O	SW-CMM	2	4 Feb thru 28 Feb 2003
SFIS	M&O	SA-CMM	2	March 2003
WDTIP	M&O	SW-CMM	2	April 2003
CWS/CMS Procurement	Procurement	SA-CMM	2	May 2003
CWS/CMS M&O	M&O	SA-CMM	2	June/July 2003
CMIPS	Procurement	SA-CMM	3	Aug 2003
EBT	System Implementation	SA-CMM	3	Sep 2003
SAWS PM	V&V Oversight	SA-CMM	3	Oct 2003